

22 July 1976

MEMORANDUM FOR THE RECORD

SUBJECT: Office of Security Functions and Activities

1. In 1974 the Office of Security under an Office level MBO Objective initiated a study to review and validate all Office of Security's functions and activities to ensure effectiveness and economy and efficiency. Due to other priority work requirements the study was never completed. However, several milestones were in fact completed that involved a great deal of work for PPG and all Office of Security components.

2. The first milestone required all Office of Security components to identify their functions and activities. For the second milestone, PPG devised a format by which the Office of Security components could evaluate these activities as to economy and effectiveness. PPG had asked all components to apply the format to their activities and to return their findings to PPG. The majority of the Office of Security components had met this requirement when other job priorities necessitated that this study be placed in abeyance.

3. Enclosed in this file are the work papers for the procedures described above. As of July 1976 it is most probable that much of the data is still correct and pertinent and could be used for any similar type study. With this in mind a file is established in the Office of Security's Registry.

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